

DEPARTMENT OF FINANCE AND ADMINISTRATION  
OFFICE OF PERSONNEL MANAGEMENT

## STRAIGHT TIME (NON FLSA) COMPENSATORY TIME RECORD

AGENCY/INSTITUTION: \_\_\_\_\_ WORK PLACE: \_\_\_\_\_

PERIOD COVERED FROM: \_\_\_\_\_ TO: \_\_\_\_\_

EMPLOYEE NAME: \_\_\_\_\_ SSN: \_\_\_\_\_

FLSA CATEGORY: \_\_\_\_\_ BEGINNING BALANCE: \_\_\_\_\_  
(From Previous Record)

## STRAIGHT TIME      COMPENSATORY TIME EARNED/TAKEN RECORD:

[illegible]

## RECORD OF COMPENSATORY TIME PAID

DATE PAID	HOURLY RATE TIMES	HOURS MINUTES	EQUAL AMT PAID	CHECK NUMBER	TIMEKEEPER INITIALS

RECORD CLOSE OUT

BEGINNING BALANCE: \_\_\_\_\_ + (TIME EARNED) \_\_\_\_\_ = \_\_\_\_\_

(TIME TAKEN) \_\_\_\_\_ - (TIME PAID) \_\_\_\_\_ = NEW BALANCE \_\_\_\_\_